

INDIVIDUAL COMPLAINT DATA SHEET			EEOCCRA DOCKET NO.			
For use of this form, see AR 690-600; the proponent agency is the Office of the Secretary of the Army						
NAME (Last, First, Middle Initial)	SSN	RANK/GRADE	ORGANIZATION			
INSTRUCTIONS <i>Item 1 through 15c will be filled out by both the EEO Counselor and the EEO Officer. Items 16a through 39d will be filled out by the EEO Officer only. When an item is not applicable to the particular EEO complaint being reviewed, the proper square will be marked with a diagonal line. All references are to paragraphs of AR 690-600, Equal Employment Opportunity Discrimination Complaints.</i>			EEO COUNSELOR		EEO OFFICER	
			YES	NO	YES	NO
SECTION A. PRECOMPLAINT PROCESSING (PARA 2-2)						
1. DID THE AGGRIEVED PERSON CONTACT THE EEO COUNSELOR WITHIN 30 DAYS OF THE ALLEGED DISCRIMINATION, EFFECTIVE DATE OF THE PERSONNEL ACTION, OR THE DATE THAT THE AGGRIEVED PERSON BECAME AWARE OR REASONABLY SHOULD HAVE BECOME AWARE OF THE DISCRIMINATORY EVENT OR PERSONNEL ACTION						
2. WAS THE AGGRIEVED PERSON ADVISED OF THE RIGHT TO HAVE A REPRESENTATIVE ACCOMPANY HIM/HER AT ALL STAGES OF THE COMPLAINT PROCESS						
3. WAS THE AGGRIEVED PERSON INFORMED OF ALTERNATE PROCEDURES FOR FILING ALLEGATIONS OF DISCRIMINATION						
4. HAS THE AGGRIEVED PERSON FILED AN APPEAL WITH THE MSPB ON THE SAME ISSUE						
5. HAS THE AGGRIEVED PERSON FILED A WRITTEN GRIEVANCE UNDER A NEGOTIATED GRIEVANCE PROCEDURE ON THE SAME ISSUE						
6. WAS THE AGGRIEVED PERSON'S NAME REVEALED TO ANYONE WITHOUT WRITTEN PERMISSION IN THE PRECOMPLAINT PROCESSING? IF YES, EXPLAIN IN REMARKS						
7a. DID THE EEO COUNSELOR DEFINE AND RECORD THE SPECIFIC DATE AND FACTS THAT FORM THE BASIS OF THE COMPLAINT						
b. WAS THIS DOCUMENT REVIEWED BY THE AGGRIEVED PERSON						
8. DID THE AGGRIEVED PERSON NAME AN ADO						
9. DID THE EEO COUNSELOR INQUIRE INTO THE SPECIFIC INCIDENTS AND ACTIONS IDENTIFIED BY THE AGGRIEVED PERSON						
10. DID THE EEO COUNSELOR INTERVIEW THE ADO, IF NAMED						
11. DID THE EEO COUNSELOR ADVISE THE ADO OF HIS/HER RIGHTS AND THE NATURE OF THE ACCUSATION						
12. IS THE EEO COUNSELOR'S REPORT TABBED IN THE COMPLAINT FILE						
13. WAS AN ATTEMPT MADE AT INFORMAL RESOLUTION						
14a. WAS THE FINAL INTERVIEW CONDUCTED WITHIN 21 DAYS AFTER THE MATTER WAS FIRST CALLED TO THE EEO COUNSELOR'S ATTENTION						
b. IF NOT, WAS THE AGGRIEVED PERSON INFORMED IN WRITING ON THE 21ST DAY OF THE RIGHT TO FILE A FORMAL COMPLAINT						
c. IS THE NOTICE TABBED IN THE COMPLAINT FILE						
15. AT THE FINAL INTERVIEW WAS THE AGGRIEVED PERSON INFORMED IN WRITING OF THE FOLLOWING						
a. THE RIGHT TO FILE A FORMAL COMPLAINT						
b. THE REQUIREMENT THAT A FORMAL COMPLAINT SPECIFICALLY DESCRIBE THE ACTS OF ALLEGED DISCRIMINATION						
c. THE REQUIREMENT THAT ONLY ISSUES DISCUSSED WITH THE EEO COUNSELOR BE CONSIDERED IN A FORMAL COMPLAINT						
SECTION B. FORMAL COMPLAINT PROCESSING (PARA 2-3 TO 2-13)						
(Items 16a through 39d will be filled out by the EEO Officer only.)						
16a. DID THE COMPLAINANT FILE AND SIGN A FORMAL WRITTEN COMPLAINT ON DA FORM 2590-R						
b. DID THE EEO OFFICER CODE DA FORM 2590-R						
17a. WAS THE COMPLAINT FILED WITH THE LOCAL EEO OFFICER						
b. IF NOT, WAS IT FORWARDED IMMEDIATELY TO THE RESPONSIBLE EEO OFFICER						
18. DID THE EEO OFFICER ACKNOWLEDGE RECEIPT OF THE COMPLAINT IN WRITING						
19. WAS THE EEO OFFICER IDENTIFIED AS AN ADO IN THE COMPLAINT						
20. WAS THE ACTIVITY COMMANDER IDENTIFIED AS AN ADO IN THE COMPLAINT						
21. WAS THE COMPLAINT ACCEPTED BY THE EEO OFFICER IN WHOLE OR IN PART						

22a. DID THE EEO OFFICER SEND WRITTEN NOTICE TO THE COMPLAINANT OF HIS/HER DECISION TO ACCEPT, REJECT, OR CANCEL THE COMPLAINT			
b. IS THE DECISION LETTER TABBED IN THE COMPLAINT FILE			
c. DOES THE DECISION SPECIFY WHICH ISSUES WERE ACCEPTED			
d. DOES THE DECISION LETTER ADVISE THE COMPLAINANT OF THE RIGHT TO APPEAL THE REJECTIONS OR CANCELLATIONS			
23a. WAS THE COMPLAINT FILE SENT TO AN APPROPRIATE USACARA REGIONAL OFFICE REQUESTING ASSIGNMENT OF AN INVESTIGATOR			
b. IS THE REQUEST LETTER TABBED IN THE COMPLAINANT FILE			
24. WAS AN INVESTIGATOR FROM USACARA ASSIGNED TO THE COMPLAINT			
25. WAS AN INVESTIGATION CONDUCTED			
26. WERE ALL ALLEGATIONS ADEQUATELY INVESTIGATED BY USACARA			
27. WAS THE ADO GIVEN FULL OPPORTUNITY TO REVIEW DOCUMENTS AND RESPOND TO ALL ALLEGATIONS MADE AGAINST HIM/HER			
28. WAS THE INVESTIGATOR UNDER THE RATING CONTROL OF ANY PARTIES TO THE COMPLAINT			
29. WAS THE ROI SENT TO THE EEO OFFICER AND THE ACTIVITY COMMANDER OR A DESIGNEE WITHIN 45 DAYS AFTER ASSIGNMENT			
30. DOES THE INVESTIGATION INCLUDE THE INVESTIGATOR'S FINDINGS AND RECOMMENDATION			
31. WAS THE ROI SENT BY THE EEO OFFICER TO THE COMPLAINANT AND REPRESENTATIVE WITH AN OFFER TO MEET AND DISCUSS AN INFORMAL ADJUSTMENT TO THE COMPLAINT			
32a. DID THE CONCERNED PARTIES AGREE ON THE ADJUSTMENT			
b. IF SO, WERE THE TERMS OF THE ADJUSTMENT FIRST COORDINATED WITH THE LABOR COUNSELOR AND CPO			
c. IF SO, WAS THE ADJUSTMENT SIGNED BY THE COMPLAINANT AND THE ACTIVITY COMMANDER			
d. DID THE ADJUSTMENT INCLUDE AN AWARD OF ATTORNEY'S FEES AND/OR COSTS			
e. IS THE ADJUSTMENT TABBED IN THE COMPLAINT FILE			
33. WAS NOTICE OF PROPOSED DISPOSITION GIVEN TO THE COMPLAINANT AND THE ADO			
34. WAS THE COMPLAINANT INFORMED OF THE RIGHT TO REQUEST A HEARING OR AN ARMY DECISION WITHOUT A HEARING			
35. WAS THE COMPLAINANT INFORMED HE/SHE HAD 15 CALENDAR DAYS IN WHICH TO REQUEST A HEARING OR AN ARMY DECISION WITHOUT A HEARING			
36. IS THE NOTICE OF PROPOSED DISPOSITION TABBED IN THE COMPLAINT FILE			
37a. DID THE COMPLAINANT RESPOND TO THE NOTICE OF PROPOSED DISPOSITION WITHIN 15 CALENDAR DAYS			
b. IF NOT, DID THE ACTIVITY COMMANDER ADOPT THE PROPOSED DISPOSITION AS THE FINAL ARMY DECISION AND NOTIFY THE COMPLAINANT ACCORDINGLY			
38a. IF THE COMPLAINANT REQUESTED AN ARMY DECISION WITHOUT A HEARING, DID THE EEO OFFICER SEND THE ORIGINAL AND ONE COPY OF THE COMPLAINT FILE TO EEOCCRA			
b. IS THE REQUEST TABBED IN THE COMPLAINT FILE			
39. IF THE COMPLAINANT REQUESTED A HEARING			
a. DID THE EEO OFFICER REQUEST ASSIGNMENT OF AN EEOC COMPLAINTS EXAMINER			
b. IS A COPY OF THE REQUEST TO EEOC TABBED IN THE COMPLAINT FILE			
c. DID THE EEO OFFICER ASK THE EEOC COMPLAINTS EXAMINER TO SEND THE COMPLETE FILE AND FOUR COPIES OF THE FINAL REPORT AND HEARING TRANSCRIPT TO EEOCCRA			
d. WAS THE HEARING RECORDED			
REMARKS (Continue on white bond paper if necessary)			
DATE		SIGNATURE OF EEO COUNSELOR	
DATE		SIGNATURE OF EEO OFFICER	
FINAL ARMY ACTION			
DATE		ACTION	
SIGNATURE OF EEOCCRA REVIEWING OFFICIAL			